

Shearn's SDMC
February 10, 2014

- Minutes
- Attendance (Cruz & Buck)
 - Review data
 - Remember that TEA acknowledgments are tied to school-wide attendance
- Academics
 - Lesson Planning- Alignment of planning, data, objective and daily schedule (Buck)
 - iStation (Buck)
 - Adair- Literacy
 - Hall- Literacy
 - Seaton- Literacy
 - Keafer- Science
 - Cruz-Math
 - Dual Language (Garson)
- Title 1- Parental Involvement (Cruz)
- Safety (Cruz)
 - Dismissal
 - Cafeteria
 - Hallway expectations
- Finance (Buck)
 - Activity Funds
- Construction (Buck)
 - Concerns
- Lighthouse Team (Adair, Hall & Garson)
 - Adair, Hall and Garson
 - Symposium
- Staffing-
 - Hourly Lecturer Fine Art- Hired
 - 5th Grade Math
 - BSC Teacher Assistant
 - Teacher Assistant- Bilingual Preferred
- ASPIRE Awards
 - 4 employees received awards (\$5,000.00 to \$12,500.00)
 - Shearn did not receive the awards we usually receive because even though we had so many teachers work to get their students to pass STAAR they did not grow as much as they need to from the prior year nor meet projection (Index 2 and Index 3).
 - We had many Shearn Teachers received 1 and 2 on Student Performance-because teachers focused on passing rather than on growth and differentiation.
- Professional Development
 - Rigor Readiness for 3-5 in Literacy, Writing, Math and Science
 - Targeted School- because so many students did not grow under their teacher. We must pay attention to Index 2, Index 3 and Index 4. We need to get out of that.
- Tutorials
 - Afterschool tutorials in full swing
 - We need a list from teachers on when they will be tutoring (Adair) for the office staff
- Support and Volunteers
 - Mission Southwest
 - Willow Meadows
 - Houston Chinese Church
 - Head Start
 - Parents
 - Ms. Wilson- Superintendent Board
 - Mr. Maclain- PTA President
- Other business

Shearn Elementary SDMC Minutes
Tuesday, February 10, 2015

Members Present

Bill Buck- Principal
Sandra Adair- Assistant Principal
Emeterio Cruz- Teacher Specialist
Katie Keafer- Classroom Teacher
Natasha Seaton- Classroom Teacher
Kathleen Garson- Classroom Teacher
Bob Chenoweth- Mission Southwest
Mark Maclaine- PTA
Tasha Wilson- Superintendent Board

Members Absent

Tracey Hall

Notes taken by Kathleen Garson

Attendance

- Mr. Buck said that our TEA accountability is tied to our attendance. Mr. Buck said that the recent district should show that the teacher's TADs (I-9, PR-1 and PR-7) aligned to the attendance just as the Principal and AP evaluation is tied to attendance and being proactive and aggressive and having classroom incentive and goals are all part of ensuring that students are here. Mr. Buck also reminded the SDMC that grade level activity funds can be used for incentives and to-date, no grade level has requested to use any funds to help with attendance. All absences count against us excused and unexcused. Ms. Wilson asked if we have room parents that could come and make calls. Mr. Buck said that we need to have teachers make phone calls to parents after school. Teachers brought up that they do not have time to call parents in the morning as they are supposed to be teaching at that time. Mr. Buck said that teachers should be contacting parents after school and making calls. Mr. Buck reminded the SDMC that right now TA's are calling every morning and the call-out system is making contact with the parents but there is nothing more impactful than the teachers talking with the parents to make sure that students are here.
- Mrs. Robinson suggested sending a letter to parents so they know that there are incentives in place for students and if students do not come to school they will not receive the incentive.
- Ms. Garson brought up that many students are leaving school early on a consistent basis. If students are leaving school early on a consistent basis see Mr. Buck and he can write a letter home to parents about leaving early.
- Mr. Buck also reminded everyone that excessive absences and/or tardies can be directed to him so that letters, phone calls or meeting can take place to ensure

that students are here every day and on-time but that the teacher is the first line of support in getting students to school every day.

Attendance Incentives

- Mr. Cruz visited Barrick Elementary to see what systems they have in place for attendance. Mr. Cruz thinks that we need to have a weekly reward in the classroom and we also need to have a weekly reward by the school. If you have 100% as a grade level and are able to spell out “jeans” (perfect attendance Monday through Friday) then that grade level and those teachers will be able to wear jeans on Monday. Mr. Cruz said the school plans special incentives around breaks and this helps motivate students to want to be at school before or after a break or holiday.
- Mr. Buck and the SDMC approved that as a school each grade level will work to spell out “jeans” every week. If the entire grade level has 100% attendance for the week then teachers and students for that grade level can have free dress the following Monday.
- Barrick classrooms also have monthly incentives that are based on individual kids. Mr. Buck reminded SDMC that tablets are being given in a drawing for students that have perfect attendance.

Lesson Plans

- Mr. Buck said that they are giving feedback on the lesson plans. Mr. Buck said that the lesson plans continue to improve but are still not where they need to be so we will continue to coach teachers as planning is the key to student success.

Istation

- There is another tier party coming up and Mr. Buck bought a Wii so they can dance. In the tier parties there are snacks and students receive extra recess, cupcakes or ice cream. There has been Just Dance on YouTube and all the students participate. Feedback from students about the Tier Parties has been great. The students really enjoy them.

Literacy

- The upper grades for vertical planning with Ms. Petit went well. In the lower grades teachers will be discussing small group and small group planning tomorrow during early dismissal.
- Ms. Seaton said that meeting with Ms. Petit has been great and she has helped a lot with planning.

Science

- Ms. Keafer said that we are trying to align what is happening in 3rd, 4th, and 5th grade so we can support the STAAR test. We are going to see about a long term sub for Ms. Rodriguez so she can help support for STAAR. Ms. Keafer was recognized by Mr. Cruz for the outstanding work shown on 5th grade snapshots as they are some of the highest in the district. He also said he continues to work

with the science team. Ms. Keafer was pleased that there was finally a science team in place.

Math

- Mr. Cruz said that the math results were not good for DLA. Our biggest challenge is how the new TEKs will be tested. We are trying to create a STAAR test with released questions and try to figure out the readiness TEKs that will be tested. They are working on the test today and tomorrow.

Dual Language

- Kindergarten teachers will be taped next week and teachers have come to observe the classes to learn more about the Dual Language program.
- Ms. Garson brought up purchasing Vocabulary A-Z and Razz Kids for teachers to use. Vocabulary A-Z has vocabulary cards that go along with each story and Razz Kids is a program through Reading A-Z that students can use to read books on their level. Mr. Buck said that we had Razz Kids and he would purchase Vocabulary if everyone did not already have access to it. Ms. Pettit also sent out a vocabulary program that Ms. Seaton really liked for her students. Mr. Buck will send the link.

Parental Involvement

- Mr. Cruz said that there will be a parent meeting on Thursday and the teachers will be presenting about the STAAR test and discuss the new TEKs. Teachers will talk to parents about what they can do at home Ms. Adair will also come in and talk about the Leader in Me and Mr. Vasquez will discuss bullying and Ms. Walker will also be speaking.

Safety

- Ms. Keafer will see about getting some 5th graders that will help with drop off in the morning as the 4th grade students that were on Safety Leaders are no longer attending.
- There is a huge concern about the noise in the hallways disrupting other classes. SDMC last year wanted administrators to take action against those that are allowing the noise in the hallway. Mr. Buck will give a reminder to employees about hallway requirements.

Grade Level Funds

- Mr. Buck said that teachers are not using the grade level funds for attendance. Teachers said that many grade levels are saving for a field trip. Mr. Buck reminded the SDMC that teacher can collect for field trips but cannot collect for incentive.

Construction

- There is a handle on the closet of Ms. Garson's room that has fallen off and needs to be replaced.

Lighthouse Team

- We are working on systems in the school. Ms. Adair went to the symposium with teachers and we are going to create some more action teams within the school. A lot of the schools in the symposium tied data to everything and kids were doing the graphing so we will work on implementing that.

Staffing

An Hourly Lecturer for Fine Arts was hired and we are still looking for a TA that is preferably bilingual a BSC Teacher Assistant and a 5th grade Math teacher.

ASPIRE Award

- There are 4 employees that received rewards and this is because it has to be about growth not about passing. Index 1 was good, but we have to look at other indexes. A lot of teachers got a 1 or 2 for student performance and this is the reason for us not getting the awards that we have gotten in the past. Mr. Buck reminded the SDMC that we have to focus on growth and ensuring that all students exceed their progress measure. Mr. Buck had some incentive ideas and will meet with team leads from 3rd to 5th to focus on incentives for the students taking STAAR.

Professional Development

- We are in the targeted schools because we did not grow where we needed to on Index 2, Index 3, and Index 4. These are all about growth and high level achievement not just passing which is Index 1. We need to continue to focus our development needs on growing students and as adults having a growth mindset instead of a fixed mindset.

Tutorials

- After school tutorials are in full swing and we need a list of people that will be staying on which days. Ms. Adair said she gave it to the office but will send it to everyone.

Mission Southwest

- March 20th planning day at 3:30PM and we will plan to see who does what when
- They will plan what materials we will need
- The work day will be April 26th a Sunday
- Mr. Maclaine discussed putting some granite or rocks on the park side so that the park side does not flood
- Loving Houston Schools: a new group that is taking over Mission Houston and they are now sponsored by a foundation. Memorial Drive Presbyterian Church is working with the organization.

PTA

- Valentine's Day sales are going well and we are getting \$200-\$300
- Mr. Maclaine asked if Mr. Buck always has to approve things before they go out or if there is someone else to talk to get something approved in case he is not on

campus. Mr. Buck said that everything has to be approved by him and that you can always email him or get in contact with Ms. Fleeks to get a hold of him.

- Parent concern about communication Mr. Buck said to look for the blue paper for urgent items otherwise information goes home on Wednesday with the students in their weekly communication folder.
- Mr. Buck also reminded SDMC that our monthly calendar is on the website and also that a monthly calendar goes home before the month begins. There is usually little change from what goes home on the paper calendar. We also do call outs. There was some concern about the call-outs but Mr. Buck reminded the SDMC that there are some people not comfortable with paper correspondence.
- Next PTA meeting is next Thursday

Title 1

- Title 1 funds are used for after school tutorials, TA funds, and the funds supplement extra money to help provide extra support.
- Title pays for interventions, and summer school
- It requires we have a certain percentage of parents involved and that is why parents have to sign in for events at the school

Other Concerns:

Calling in Sick or being late.

- Ms. Garson brought up that some teachers feel uncomfortable calling Mr. Buck's personal phone when they are sick and they do not want to call him in the middle of the night when they are sick. Mr. Buck said that there have been several incidents in the district where there were problems that might have been avoided had someone been known the employee was out. Mr. Buck informed the SDMC that you can leave a message on his voice mail, but Mr. Buck needs to know where you are by phone. He gets several hundred emails every day and his text is not unlimited so these are not good ways to contact him. It is about safety and security and the welfare of Shearn's employees so a consistent process insures this safety and security.